

**Ann Arbor Planning & Development Services Area  
Petition Review Calendar for Regular Planning Commission Meetings  
July 2011 – June 2012**

<b>NOON MONDAY Filing Deadline</b>	<b>Staff Review</b>			<b>Petitioner Revision</b>	<b>WEDNESDAY CPC new Public Hearing Agenda Set</b>	<b>FRIDAY Staff Report Available</b>	<b>TUESDAY Planning Commission Regular Meeting**</b>
	<b>TUES DRC Meeting</b>	<b>WED Notice of Acceptance or Rejection</b>	<b>FRI ADC Meeting/ Comments Provided *</b>	<b>NOON WEDNESDAY Revised Plans Due</b>			
5-31-11 <sup>(1)</sup>	6-1-11 <sup>(2)</sup>	6-2-11 <sup>(3)</sup>	6-10-11	6-22-11	6-28-11	7-15-11	7-19-11
6-27-11	6-28-11	6-29-11	7-8-11	7-20-11	7-26-11	8-12-11	8-16-11
7-25-11	7-26-11	7-27-11	8-5-11	8-17-11	8-23-11	9-16-11	9-20-11
8-29-11	8-30-11	8-31-11	9-9-11	9-21-11	9-27-11	10-14-11	10-18-11
9-26-11	9-27-11	9-28-11	10-7-11	10-19-11	10-25-11	11-10-11	11-15-11
10-31-11	11-1-11	11-2-11	11-10-11	11-23-11	11-29-11	12-16-11	12-20-11
11-28-11	11-29-11	11-30-11	12-9-11	12-21-11	12-27-11	1-13-12	1-19-12 <sup>(4)</sup>
12-27-11	12-28-11	12-29-11	1-6-12	1-18-12	1-24-12	2-17-12	2-23-12 <sup>(5)</sup>
1-30-12	1-31-12	2-1-12	2-10-12	2-22-12	2-21-12	3-16-12	3-20-12
2-27-12	2-28-12	2-29-12	3-9-12	3-21-12	3-27-12	4-13-12	4-17-12
3-26-12	3-27-12	3-28-12	4-5-12	4-18-12	4-24-12	5-11-12	5-15-12
4-30-12	5-1-12	5-2-12	5-11-12	5-23-12	5-29-12	6-15-12	6-19-12

Additional review revisions may cause delay. See \*\* Note Below

- (1) Rescheduled to Tuesday, May 31, 2011, due to Memorial Day (May 30).
- (2) Rescheduled to Wednesday, June 1, 2011, due to Memorial Day (May 30).
- (3) Rescheduled to Thursday, June 2, 2011, due to Memorial Day (May 30).
- (4) Rescheduled to Thursday, January 19, 2011, due to Council meeting January 17 (Martin Luther King, Jr. Day).
- (5) Rescheduled to Thursday, February 23, 2012, due to Council meeting February 21 (President's Day).

\* The date for the provision of comments is a suggested date. Staff will make every effort to provide comments by the date listed or soon thereafter; however, unanticipated circumstances may arise that will involve additional City staff review.

\*\* Petitions may not necessarily be scheduled for the corresponding Planning Commission meeting per this calendar. Reasons for postponing an item may include the need for more than one review/re-submittal cycle, a change of schedule, full agendas, outstanding issues, or other reasons per the discretion of the Planning and Development Services Manager.

**Summary of Petition Review Process**

All materials (petition application, plans, supporting documents, fees, etc.) must be submitted by 12:00 p.m. on the filing deadline. City staff will preliminarily review the materials on the following day (the Development Review Meeting, or DRC) to determine if all required information has been provided and if there are any major issues. Petitions that include all required information and have no major problems will be accepted for review. A notice of acceptance or rejection will be provided on the Wednesday following the Monday deadline. Notices of acceptance will include contact information for the petitioner; notices of rejection will explain why the petition was unacceptable.

City staff, including the Planning & Development Services, Systems Planning (a.k.a. Engineering), Parks, Transportation, Fire, Community Development, and other service units, will review the petition in depth and provide written comments within 2 weeks of the filing deadline. Certain large, complex projects will be scheduled for an Advisory Development Committee meeting (ADC), where all comments will be hand-delivered to the petitioner and discussed. Comments for non-ADC petitions will be provided by fax or email.

Revised plans addressing any and all comments must be submitted by 12:00 p.m. on the revised plan deadline in order to be eligible for the listed Planning Commission meeting. If all comments have been satisfactorily addressed, staff will begin the public hearing notice process. If there are still outstanding issues, a public hearing will not be scheduled and the petition must join the next review cycle (already in progress).

Planning Commission makes a recommendation to City Council for most petitions. Following a Planning Commission approval or denial recommendation, staff will schedule the petition for the next available Council meeting based on the filing deadlines for Council agenda items established by the City Administrator. Any conditions imposed by the Planning Commission must also be addressed prior to scheduling for City Council action. Petitions that are postponed by the Planning Commission will not return until the reason(s) for tabling are satisfactorily addressed.